

Rotary District 9500 Child and Youth Safety Policy,

Policy number	Version 7.0 edited 16/6/2019
Editor by R Henke and D Binks	Approved by DMC 9500 on 20 / 06 /2019
Responsible person	DG 9500
Commencement date	1/7/2019
Scheduled review date	Complete by 1/7/2020
Adapted from the work of Rotary Youth Protection Guide existing 9520 and 9500 youth protection documentation and the National Youth Science Forum National Child Safety Policy. The policy was drafted so it is easily adaptable to the new District 9510 requirements.	

ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Adopted by the RI Board of Directors, November 2006

POLICY

1. Introduction

Rotary District 9500 strives to create and maintain a safe environment for all young people who participate in Rotary activities.

To the best of their ability Rotarians, Rotaractors, spouses and partners and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, emotional abuse and neglect.

The Rotary Australian Child and Youth Safety Policy applies to those Rotarians and non-Rotarians who participate in Rotary Youth Programs. The summary is in accordance with rules and procedures set out in the Rotary International Youth Protection Guide and the expectations of our insurers.

It also complies with legislative requirements relevant to the states and territories where the district will have a presence.

This policy and attached procedures give a complete general coverage of the Districts youth protection requirement. Specific youth programs may have a program manual which have additional requirements.

Likewise additional requirements might be necessary to conform with external organisations where Rotary volunteering occurs. These requirements apply to all persons working with young people entrusted to their care and must be adhered to.

2 Definitions

Abuse means sexual abuse, or deliberate physical or emotional actions which are sufficient to cause a significant negative impact on a young person's ongoing wellbeing.

Child A young person in a Rotary youth program under the age of 18 years

Child and Youth Protection Officer A Rotary or Rotaract club member appointed for the purpose of helping the board of an individual Rotary Club meet its obligations.

DG District Governor

District Refers to Rotary Districts 9500

DIO District Insurance Officer

DYPO District Youth (and Child) Protection Officer

DCP Department of Child Protection (SA)

Neglect is the failure to provide for the essential needs (such as, but not limited to, food, water, shelter, a safe environment and emotional connection) of a young person in order for them to maintain their wellbeing and achieve their potential.

Reasonable suspicion If your own observations lead you to believe abuse or neglect is (or has) occurred, if a young person discloses that they have been abused, if a relative or close friend tells you of the abuse – then the reasonable suspicion threshold has been reached.

Responsible adult Any adult who, in a family or group situation for a short period of time, is responsible for caring for a child / youth / students in a Rotary context.

RI Rotary International

Rotary environments For the purposes of this Policy, "Rotary Environment" means any physical or virtual place including online environments and other locations used by programs (including, without limitation, locations used for camps, excursions, training programs, competitions, and other events).

Rotary Youth Program – any program run by a club or district where participants under 25 years of age participate.

RYE Rotary Youth Exchange

RYP	Rotary Youth Program (run by the district and / or individual clubs)
Screening	Is the complete process of referee checks, interview and the completion of a state/territory working with children check.
Spouse	Wife, husband or partner of a volunteer assisting in a Rotary youth program
Volunteer	An adult involved in Rotary Youth Programs who has direct interaction either supervised or unsupervised with young people in a Rotary Youth Program
WCC	The terminology used for a working with children criminal and suitability history check in SA, Vic, NT and N.S.W.
Young person (or young people)	Defined as a person aged 0 to 25 years of age.
Youth	Defined as a person aged between 12 and 25 years of age.
Youth Program Participant	Any individual who is participating in a Rotary Youth Program regardless of whether he or she is has turned 18 years of age, also referred to in this document as young people, children, child, youth, student or young person.
Youth Program Volunteer	–members, volunteers, spouses, honorary members, Rotaractors, friends who have been assessed and approved against the screening criteria as per section 6.3.1

3 Purpose

The purpose of this Policy is to:

- a) reduce the chances of child abuse occurring within all Rotary environments
- b) commence the development of a organisational culture of child and youth safety
- c) ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or recognising such abuse when it occurs
- d) provide guidance on action that should be taken where a person suspects any child abuse within all Rotary environments
- e) provide a clear statement to members, employees, directors, volunteers, spouses and contractors forbidding any such abuse, and
- f) provide assurance that any and all suspected abuse will be reported and fully investigated
- g) outline the volunteer screening requirements

4 Scope

4.1 This Policy applies to all members, directors, employees, friends, volunteers, spouses, honorary members and contractors of the Rotary district and its clubs (including Rotaract).

5 Guiding principles

5.1 This Policy is based on the following principles:

- a) The District has a zero tolerance for child abuse
- b) The best interests of the child and young person are paramount
- c) Child and Youth protection is a shared responsibility
- d) All young people have a right to feel safe and be safe, and have rights to protection from abuse
- e) The District will consider the opinions of children and youth and use their opinions to develop child and youth safety policies and procedures
- f) The District will take into account the diversity of all young people, including (but not limited to) the needs of Aboriginal and Torres Strait Islander young people, young people from culturally and linguistically diverse backgrounds, young people with disabilities, and young people who are vulnerable, and make reasonable efforts to accommodate these matters
- h) Everyone covered by the Policy must also comply with the Rotary's Code of Conduct, which sets stringent standards for personal behaviour.

6 General district and club responsibilities

6.1 For insurance purposes, it is a requirement that all Clubs complete and return the **Club Insurance & Compliance Declaration** to their DIO by 30th April each year.

6.2 All Rotary clubs will have a **Child and Youth Protection Officer** whose duties involve supporting the club's board to maintain their child and youth protection compliance procedures insuring the completion of all required protection documentation. (See role description in Appendix 1)

7 Screening and suitability checks

7.1 The suitability of **all members / volunteers / contractors** assisting in RYPs will be carefully assessed in accordance with their roles. Those with the following roles are defined as needing a screening to become **YOUTH PROGRAM VOLUNTEERS**.

- 7.1.1 Those whom are not directly supervised while with a young person for a period of time (being such time that might allow grooming or abuse to occur) – noting 6.8.1.4,
- 7.1.2 who transport a child in their private vehicle (*excluding any transport needed in emergency care or where there is direct consent from a parent or guardian (incl YEP host parents *In loco parentis*)*),
- 7.1.3 who supervise overnight accommodation for a program (i.e. home billet or accommodation within program), or
- 7.1.4 manage the confidential records of a young person/s

7.2 Prospective **YOUTH PROGRAM VOLUNTEERS** are required before commencing:

- 7.2.1 complete a Rotary Youth Volunteer Information and Declaration (Appendix 2) – renewed at the same time as the WCC (i.e. every 5 years).
- 7.2.2 attend a comprehensive interview
- 7.2.3 provide three referees
- 7.2.4 have a current **Working With Children Check** by the relevant state authority

- 7.2.5 Only after an authorised Rotarian experienced in interviewing procedure has examined or carefully carried out all of the above and found the candidate to be a suitable person can they be defined as a **YOUTH PROGRAM VOLUNTEER** and allowed to work with a young person.
- 7.3 Many jurisdictions require that any person responsible for storing documents which contain people's personal information such as medical records, even though they may not have direct contact alone with young people, be assessed in the same way as a **YOUTH PROGRAM VOLUNTEER**.
- 7.4 It is an RI requirement that the Chairs of all District Youth Committees even though they may not have direct contact alone with young people, are assessed as a **YOUTH PROGRAM VOLUNTEER**.
- 7.5 Members actively leading Youth program delivery within clubs must be assessed as a **YOUTH PROGRAM VOLUNTEER**.
- 7.6 It is recommended that all club-based Youth Team Leaders, even if their role is only passive in referring young people into others programs, are assessed as a **YOUTH PROGRAM VOLUNTEERS**, as the public would have a reasonable assumption that people holding those roles and titles would be screened.
- 7.7 It is strongly recommended that Club based Child Protection Officers are also assessed as **YOUTH PROGRAM VOLUNTEERS**.
- 7.8 All other members / volunteers assisting in a RYP may be defined as a **RESPONSIBLE ADULT**
- 7.8.1 A **RESPONSIBLE ADULT** is any adult who, in a **family or group situation** for a short period of time, is responsible for caring for a young person.
- 7.8.2 The adult shall be in a position to offer the young person, guidance or an educational, cultural or recreational experience.
- 7.8.3 This adult will not have been police checked or formally reference checked because the experience or contact is such that there is virtually no opportunity for misconduct to occur.
- 7.8.4 The person responsible for the youth / student (Parent / legal guardian) needs to be satisfied, in the same way a conscientious parent would be satisfied, that this adult is **suitable** for their own underage son or daughter to stay or associate with for a short period of time.
- 7.9 Wherever possible, it is desirable to have two or more **RESPONSIBLE ADULTS** together with a young person at any one time or more than one young person present.

8 Additional responsibilities

- 8.1 When transporting a child in a private vehicle the driver should not be subject to Learner or Probationary (P1) Licence conditions (L or P plates) and the vehicle must be comprehensively insured. If the travel is of significant duration or distance (More than 2 hours) then either two young people or two responsible adults be present.
- 8.2 Where Rotary is assisting in a child and youth program which is under the control of another organisation (such as a school, RYDA, NYSF), the protection requirements set out in this document still apply together with any additional requirement the other organisation may require.
- 8.3 Should a Rotary youth committee officially promote, select, and sponsor students for a program which is run by another organisation, e.g. the National Youth Science Forum, it is their responsibility to ensure the organisation has appropriate screening and safety procedures in place.
- 8.4 Should any person know or have a reasonable suspicion that a child has been abused, harassed, mistreated or neglected, in a rotary program, it is their legal obligation to notify all appropriate state and territory authorities. It is not a requirement to have proof or evidence as it is the role of state authorities to investigate.
- 8.5 A Rotary Club and or a Rotary District program must also have a risk management framework for all its programs, including and not limited to, -
- 8.5.1 Ensuring that the youth program is appropriately covered by Rotary Insurance (and the district Insurance officer is aware of the program)
 - 8.5.2 Undertaking a risk assessment of youth programs looking at the possible severity / consequences of risks and frequencies of occurrence of that risk
 - 8.5.3 Implement strategies to reduce risk to an acceptable level (Refer to available district risk management templates)

9 Rotary Youth Exchange – unique risks

- 9.1.1 Rotary Youth Exchange students are to be admired. At an early age they have shown the maturity to leave their family and friends to travel and study in another country where they know nobody. Exposure to a new culture and in most instances a new language requires our help and understanding.
- 9.1.2 RYE is a District program administered for clubs by the District Youth Exchange Committee.
- 9.1.3 RYE by the nature of the program being long term, residential in nature their exists much higher levels of duty of care. As such the district committee will require additional child protection requirements.
- 9.1.4 The RYE manual details these requirements.

10 Child Protection Officers

RI policy requires all clubs to appoint a Child and Youth Protection Officer.

The role / functions and responsibilities of that officer are outlined in the attached Appendix 1.

11 Recognising child abuse

Child abuse includes:

- a) any act committed against a child involving
 - (i) a sexual offence; or
 - (ii) grooming; and
- b) the infliction, on a child, of
 - (i) physical violence; or
 - (ii) serious emotional or psychological harm; and
 - (iii) serious neglect of a child.

“Child” means a person under the age of 18 years unless otherwise stated under the law applicable to the child. Collective term for “child” is “children”.

12 Reporting child and youth abuse

12.1 where the child is under 18

- 12.1.1 All members, employees, directors, volunteers, spouses and contractors must comply with the District Child Safety Procedure which are tailored to the specific State they are located in. (See supporting procedures document)
- 12.1.2 Notwithstanding the above, if any person believes a child is in immediate risk of abuse, telephone 000
- 12.1.3 The district supports and encourages employees, directors, members, volunteers and contractors to make a report to the Police and/or the relevant government agency if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.
- 12.1.4 As set out in the Child Safety Procedure, if a person would like internal guidance or support with addressing their concerns, they are encouraged to speak with the District Child Protection officer.
- 12.1.5 A number of states have fines for failing to report reasonable suspicion of abuse and neglect.
- 12.1.6 No person can direct another person to not make an abuse or neglect report and a number of states have protections for people making a report in good faith.
- 12.1.7 Any employee, director, volunteer or contractor that makes a report in good faith in accordance with the Child Safety Procedure will be supported by the Rotary District and will not be penalised by the Rotary District for making the report.
- 12.1.8 Notify the District Protection Officer or the District Governor as soon as practical (i.e. within 4 hours) of an allegation, complaint or incident (irrespective of the alleged severity of the allegation)

- 12.1.9 It is a requirement to email a **Rotary Youth Protection Incident Report** to RI youthprotection@rotary.org of any incident or allegation within 72 hours
- 12.1.10 The District and / or Clubs shall notify insurer via Aon as soon as practical. Depending on the possible severity of the claim support and resources may be available to clubs.
- 12.2 where the young person is aged 18-25 years of age
 - 12.2.1 RI Guidelines accept a higher level of duty of care continues beyond a child turning 18 years of age.
 - 12.2.2 If any person believes a young person is in immediate risk of abuse, telephone 000.
 - 12.2.3 The district supports and encourages employees, directors, members, volunteers and contractors to make a report to the Police
 - 12.2.4 As set out in the Child Safety Procedure, if a person would like internal guidance or support with addressing their concerns, they are encouraged to speak with the District Child Protection officer.
 - 12.2.5 Inappropriate relationships and behaviours can occur with young people where older people with power and control exert influence over young people aged 18-25 years.
 - 12.2.6 Notify the District Child Protection Officer or the District Governor as soon as practical (i.e. within 4 hours) of an allegation, complaint or incident (irrespective of the alleged severity of the allegation)
 - 12.2.7 It is a requirement to email a **Rotary Youth Protection Incident Report** to RI youthprotection@rotary.org of any incident or allegation within 72 hours
 - 12.2.8 District and or Clubs shall notify insurer via Aon as soon as practical. Depending on the possible severity of the claim support and resources may be available to clubs.

13 Communication

- 13.1 The District and Clubs have an obligation to be proactive in its communication with young people within its programs about child safety and appropriate behaviour
- 13.2 In accordance with District Policy, the only person able to make comment to the media about any matter pertaining to Child Protection issues of the District is the District Governor. The District Governor will take advice from the District Child Protection officer, Rotary Zone advisor and others as appropriate.
- 13.3 Media comment from an individual Rotary or Rotaract club is the responsibility of the President of that club. It is strongly recommended that Presidents seek advice and support from District Governor and District Child Protection officer before making comments to the media. Comments made by one club have significant potential to impact all clubs in the Rotary family.
- 13.4 All communications must not interfere with the rights of the young person, the natural justice owed to the accused person nor jeopardise any investigation by a relevant authority.

14 Responding to a young person (Concern)

14.1 The Rotary club and Rotary district will take all steps to ensure that the safety of the child is paramount.

14.2 Active reassurance should be given to the child that child abuse is never the child's fault and that Rotary takes these matters seriously.

14.3 Reassure the child that you believe them

14.4 Ask open questions just to establish facts to a reasonable suspicion level before contacting the authorities

14.5 Never make promises that are beyond your scope of influence

14.6 Please refer also to the Rotary District Child and Youth Safety Procedures for further guidance as to how to respond to the child.

15 Responding to accused perpetrator (Concern)

15.1 The club President or District Chair shall immediately withdraw the accused person from all active duty, which could entail standing down, re-assignment to other duties that do not have direct contact with children, or to work under increased supervision while the matter is being investigated. (Note that it is not the child that is withdrawn from a program).

15.2 The DG will also comply with any applicable reportable conduct schemes and ensure that a report the allegation to the appropriate external authority when required.

16 Records

16.1 During the Rotary year the various people involved in RYPs who are required to complete and submit compliance forms as set down in the respective program's manual(s) do so (i.e. Rotary Youth exchange may have additional forms to be completed)

16.2 Volunteer Declaration forms must be securely stored in a district archive and made available only to people who are required to see them.

16.3 Copies of all declaration forms (Signed by President or District Chair) must be sent to the District for document retention purposes in a manner outlined to clubs (noting that District must have a process for storing the documents in perpetuity as there is no statute of limitations of child protection offences)

16.4 This policy and all youth program manuals are to be reviewed annually or more frequently if needed. The Policy and Procedures and updates will be managed and reviewed by the District Child and Youth Protection Officer and endorsed by the District Management Committee. Documents are to be labelled with the date of last revision and their review number.

17 Privacy and confidentiality

17.1 The Rotary District will collect, use, disclose and hold personal information in accordance with the *Privacy Act 1988 (Cth)*.

17.2 There are two guiding principles in respect to a young person's privacy.

a) First, the Rotary district will operate on the best interest's principle. All employees, members, directors, volunteers and contractors will do what they believe to be in the best interest of the young person. This principle supersedes all others.

b) Second, the Rotary District will respect a young person's confidentiality except in situations where it conflicts with the best interests principle.

17.3 As much as is reasonably possible, an individual's confidentiality is to be protected. Both those who are making reports and those about whom accusations are being made are entitled to confidentiality.

17.4 Where there is suspected abuse or misconduct, employees, directors, volunteers and contractors must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act consistent with this Child and Youth Safety Policy or Procedure and relevant legislative requirements.

18 Compliance and review

18.1 A complaint is made (Post reporting to authorities)

18.1.1 In the event of a child disclosing an incident of abuse to someone they trust it is essential that it is dealt with sensitively and professionally. (See District Child and Youth Safety Procedures).

18.1.2 The District will appropriately investigate all allegations relating to an incident of abuse in accordance with its obligations and to the extent reasonably practicable. In some circumstances, it may be necessary for the District to continue a suspension of a member and defer conducting its own investigation until after an investigation conducted by authorities (e.g. the police).

18.1.3 The DG will, with advice from the District Child Protection officer, the zone office and/or RI determine an appropriate method of investigation.

18.1.4 All people covered by the Child and Youth Safety Policy and Procedure must cooperate fully with any investigation by a Government Department, the police, RI or the District

18.1.5 In some circumstances, to preserve confidentiality, it may be appropriate for the District to engage a qualified person (or persons) from outside the Rotary structure to conduct an independent investigation in relation to allegations.

18.1.6 The outcome will depend on the findings of the investigation, but may include withdrawal from active district duty, re-assignment to duties with

no contact with children, increased supervision, recommendations to the Rotary club and / or Rotary International about whether the person remains a fit and proper person to hold Rotary membership.

18.2 Concerns held by the DYPO or DG but no complaint.

18.2.1 Where there are concerns held by the DG or DYPO, the DG may request from the District Program Chair or Club president, that within 72 hours that they advise in writing:

18.2.1.1 Details of any known incidences or concerns

18.2.1.2 Evidence of club or district committee's compliance with the policy including volunteer declaration and screening checks

18.2.1.3 Copies of a program risk assessment

18.2.1.4 A compliance statement from the club President or program chair

18.2.2 In circumstances where this has not resulted in program adjustment or satisfactory compliance of a club the DG may raise concern with the Rotary Zone office, Rotary International and the insurers.

18.2.3 In a circumstance where there are unresolved concerns about a district program, the District Management Committee shall consider appropriate action.

18.3 Concerns of compliance only (but no complaint received)

18.3.1 Where the DG or DYPO hold concerns that a club or district program has not met the compliance requirements of the policy the DG can request (in writing) that within 14 days the club or program chair rectify outstanding matters.

18.3.2 In a circumstance where this has not resulted in satisfactory compliance of a club the DG may raise concern with the Rotary Zone office, Rotary International and the insurers.

18.3.3 In a circumstance where a district program is non-compliant, the District Management Committee shall consider appropriate action.

19 Procedures – state by state

Refer support document District Child and Youth Safety Procedures.



APPENDIX 1

Rotary and Rotaract Club Child and Youth Protection Officer Role Statement – for clubs within District 9500

A club child and youth protection officer has a critical role in ensuring that a Rotary and Rotaract Clubs remain safe spaces for young people aged under 25 years of age and ensuring that the Rotary brand is not harmed by allegations of abuse.

The role has elements of :-

- Training and building member understanding of the importance of child and youth protection within a club
- Supporting the club with specific advice and risk assessment (physical / emotional / child protection risks) of programs engaging young people under the age of 25 years of age
- Supporting the President to ensure that the club complies with district policy, state legislation and Rotary International child protection requirements
- Maintaining accurate and up to date records of members screening status
- Supporting members of a club to comply with screening policies

It is strongly recommended that the Child and Youth Protection Officer be a different person to that of the President or the Youth Services Team Leader or a member highly active in the club's youth program delivery. The goal is a degree of internal independence within the club.

Line of management

The Club and Youth Child Protection officer should have unrestricted access to and ability to report directly to the club President to ensure no missed or delayed communication.

The Club Child and Youth Protection officer should also have a authority to table a written report to the board of a Rotary / Rotaract Club should they feel that any concerns are not being addressed.

Knowledge

- Understanding of basics of Mandatory Reporting in your state or territory
- Understand Rotary International Child and Youth Protection Guidelines
- Basic understanding of child abuse and neglect, basic indicators and understand the community and individual life long impact.
- A sound knowledge of the District Child and Youth Safety policy and procedures.
- Know how to effectively manage an incident, reporting appropriately, and doing no further harm

Responsibilities

- Each year undertake the online Child Protection Webinar on Rotary.org to ensure compliance with Rotary's expectations
- Attend group / area / district functions, meetings or events held to better inform club Child and Youth Protection officers
- Maintain a rolling simple register listing every club member, partner, Friend of Rotary, casual volunteer or Honorary member which records the following
 - The person's name and date of birth

- Clarity whether they are a 'Youth Program Volunteer' (requiring screening) or not
- Issue date and expiry date of a WCC (where required)
- Dates of president signing off on Rotary Volunteer Screening.
- Retain copies of documents to evidence the above and for only 'Youth Program Volunteers' send a copy of the screening document and completed Volunteer Screening signed by the President to the District Child and Youth Protection Officer
- Assist members (and prospective members) to get WCC as necessary
- Advise a member of pending expiry of WCC as appropriate
- Periodically, update the club's board of status of members (confidentially in general terms) and if necessary, bring to the attention of the President any member non-compliant with the screening requirements
- Seek the support of the President to have one club meeting per annum designated to understanding the issues of child abuse and neglect and safe environments for young people. This could be an external speaker, a local child protection staff member or a presentation delivered by the club child and youth protection officer.
- Consider youth programs offered by your club and take active steps to ensure that the risk management strategy for the event considers risks for children and youth (physical, emotional, child protection).
- Assist with any zone, district or Rotary International audits or investigations
- Assist with any insurance matters pertaining to child and youth protection.
- As required by state legislation, ensure the club has a mechanism to evidence to a parent or guardian who requests it, evidence of a Rotary members screening status.
- Other duties as the club President requires (which may include referee checks for the Volunteer Screening)

Endorsement

Child and Youth Protection Officer Signature _____

Child and Youth Protection Officer Name _____

Date _____

Endorsed by President _____ Date _____

Rotary Youth Volunteer Information and Declaration FormThis Form is mandatory for Youth Program Volunteers**Responsible Adults are exempt****(Refer definitions in Rotary District 9500 Child and Youth Safety Policy)****Personal Details**

Name			DOB / /	Email
Phone	Work	Home	Mobile	
Address			Period at this address (years)	
Occupation			Employer	

Program involvement

Which Youth programs will you be involved with, and what will your role or roles be?	
Past involvement with youth	

Personal References (Only one referee may be a Rotarian and none may be family members)

1	Name	Email	
	Phone	Work	Home Mobile
2	Name	Email	
	Phone	Work	Home Mobile
3	Name	Email	
	Phone	Work	Home Mobile

Police Check and Criminal History

Working with Children Card / Certificate Number		Expiry Date	
<p>Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.</p> <p>If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed).</p> <p>Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.</p>			Yes () No ()

I certify the following:

- All statements and information given on this form are true and correct.
- I have contacted my referees and all are happy for *Rotary to contact them
- I give my full permission for any of the referees listed above to be contacted by *Rotary to confirm my suitability as a Youth Program Volunteer.
- I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program Volunteer in *Rotary programs.
- I acknowledge that (copies of) this form and the results of *Rotary's enquires will be held by the manager of any program for which I volunteer and by the District.

*For these purposes Rotary means the Rotary Club or District for which this form is submitted and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.

I have read and understood the above declaration and sign this form voluntarily.

Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

Record of Referee contact by Club Authorised Officer

1 Name Referee		Contact Date
Contacted by	Phone Number _____ / In person	
Comments		

2 Name Referee		Contact Date
Contacted by	Phone Number _____ / In person	
Comments		

3 Name Referee		Contact Date
Contacted by	Phone Number _____ / In person	
Comments		

Name of Authorised Club Officer _____ Position _____	
Signed: _____ Authorised Club Officer	Date _____
Phone _____	

I _____ President, Rotary Club of _____	
verify that _____ has satisfactorily completed this Declaration, Referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable Volunteer.	
Signed _____	Date _____
Phone _____	

NOTE : This form (incl the referee check summary) must be retained securely by the club / district program and sent to the district for long term retention (noting there is no statute of limitations on Child Abuse matters).

Notes:

Background Checks and Criminal Record Checks

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although some offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

Reference Checks

Reference Checks - Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question, and keep this information with the volunteer's application.